

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **AUTOMOTIVE MECHANIC SUPERVISOR**

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Jurisdictional Class: **Non-Competitive**

Date Adopted: **Unknown**

Date Revised: **11/26/02**

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **15**

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**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for laying out and supervising Automotive Mechanics involved in maintaining and repairing various types of automotive equipment. Employees in this class also perform the more difficult jobs which require a higher degree of skills, including repair of diesel equipment. General policies are determined by a higher level supervisor. Wide latitude is afforded for independently assigning tasks and making decisions. The work is subject to administrative review for the economical and effective operation and maintenance of the equipment. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (illustrative only)

Supervises and inspects the repair and maintenance of heavy automotive equipment such as grader, bulldozers, rollers, shovels, snow loaders, ice control equipment and diesel buses;

Supervises the operation of machine shop equipment such as lathes, shapers, planers, grinders, drill presses and other metal working machines;

Directs purchase or replacement parts for automotive equipment;

Instructs in the operation of complex motor equipment;

Repairs and/or requisitions repair parts, tools and supplies as required;

Maintains a variety of records and reports.

**FULL PERFORMANCE, KNOWLEDGES, SKILLS AND ABILITIES:** Comprehensive knowledge of the common practices, tools, terminology and accident precautions of the trade, including diesel equipment; ability to lay out and supervise the work of others; ability to make estimates of time and materials needed for automotive repair work; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to get along well with others; initiative; conscientiousness; dependability; good motor and hand and eye coordination; manual dexterity.

**MINIMUM QUALIFICATIONS:**

(A) Three (3) years of satisfactory experience as a skilled automotive mechanic; **AND**

(B) Possession of a valid, New York State Commercial Drivers License.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT).